

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO PRICE LIST NO. 07-29 (Oahu only)
Replaces SPO Price List No. 06-20

YEAR 2008 CALENDARS, REFILLS, STANDS AND APPOINTMENT BOOKS

(IFB-07-064-O)

Order Deadline: September 1, 2007

STATE'S COMMITMENT. Agencies of the following purchasing jurisdictions are required to purchase from this price list:

- Executive
- Department of Education
- City and County of Honolulu
- Senate
- House
- Judiciary
- Office of Hawaiian Affairs
- Honolulu Board of Water Supply
- University of Hawaii

A purchasing jurisdiction may elect not to extend its commitment to this contract beyond the initial contract term. Further, a purchasing jurisdiction not participating in the contract may, at the earliest, commit to the contract at the inception of a contract extension period, if any.

EXCEPTION TO THE PRICE LIST. When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. For this purpose, Executive Branch agencies shall use SPO Form-5, SPO Price List Purchase Exemption", available on the SPO Website, www.spo.hawaii.gov; click on Forms for State Agencies under the "Quick Links" menu.

POINT OF CONTACT. Questions regarding the products listed herein should be directed to the respective vendor.

Procurement questions or complaints may be directed as follows:

| Jurisdiction | Name | Telephone | FAX | E-mail |
|---|----------------------|-----------|----------|--|
| Executive | Vicki Kitajima | 586-0566 | 586-0570 | vicki.a.kitajima@hawaii.gov |
| Judiciary | Newton Sakamoto | 538-5805 | 538-5802 | newton.t.sakamoto@courts.state.hi.us |
| Senate | Carol Taniguchi | 586-6720 | 586-6719 | c.taniguchi@capitol.hawaii.gov |
| House | Patricia Mau Shimizu | 586-6400 | 586-6401 | adele@capitol.hawaii.gov |
| Honolulu City and County | Mike Hiu | 527-5669 | 523-4771 | mhiu@honolulu.gov |
| Honolulu Board of Water Supply | Procurement Staff | 748-5000 | 550-9193 | contactUs@hbws.org |
| DOE | Procurement Staff | 675-0130 | 675-0133 | Carlton_Chinen@notes.K12.hi.us |
| U.H. | Gwen Won | 956-8687 | 956-2093 | gwon@hawaii.edu |
| OHA | Ernest Kimoto | 594-1954 | 594-1865 | erniek@oha.org |

USE OF PRICE LIST BY NONPROFIT ORGANIZATIONS. Pursuant to Section 103D-804, Hawaii Revised Statutes (HRS), nonprofit organizations with current purchase of service contract(s) (Chapter 103F, HRS) have been invited to participate in the State Procurement Office's (SPO) price lists.

If a nonprofit organization (hereinafter called "nonprofit") wishes to purchase from a SPO price list, the nonprofit must obtain approval from each price list vendor, i.e., participation must be mutually agreed upon. A price list vendor may choose to deny participation by a nonprofit. Provided, however, if a nonprofit and price list vendor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a price list vendor.

VENDORS. Orders for Year 2008 Calendars, Refills, Stands and Appointment Books are to be placed with the following vendor:

| VENDORS: | <u>Address</u> | <u>Telephone/Facsimile</u> |
|-----------------------------|---|---|
| Hawaii Stationery Co., Ltd. | <u>Purchase Orders:</u> 99-1418-Koaha Place Aiea, Hawaii 96701-1301 | Ph# (808) 486-3200 Fax# (808) 486-3111 |
| | <u>Payments:</u> P.O. Box 1301 Aiea, Hawaii 96701-1301 | |

Contact Person: Lisa Castillo (808) 486-3200 x204 or
Nadine Nakamura (808) 486-3200 x203

E-mail Address: sales@hawaiistationery.com

Vendor has the capability to accept procurement/credit cards, in addition to purchase orders.

VENDOR CODES for annotation on purchase orders are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. **Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.** Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

UNIT PRICES include delivery to destination and all other costs **except** the Hawaii General Excise Tax (GET), currently 4.5%. Agencies are advised to add the 4.5% tax to their purchase order total.

PURCHASING CARD (pCard). Agencies of the Executive branch, with the exception of the Department of Education, Office of Hawaiian Affairs and the University of Hawaii, shall use the State's purchasing card (pCard) for orders totaling less than \$2500. If vendor requires hardcopy confirmation of a transaction made by pCard, agency may use SPO-10B, pCard Order Form, available on the SPO website: www.spo.hawaii.gov; click on Forms for State Agencies under the "Quick Links" menu.

For purchases \$2500 or more, agencies may use the pCard, subject to its credit limit, or issue a purchase order.

PURCHASE ORDERS shall be issued for purchases \$2500 or more; and for vendors who either do not accept the pCard or who set minimum order requirements before accepting the pCard for payment or who charge its customers a transaction fee for the usage.

"SPO PL 07-29" must be typed on purchase orders issued against this price list.

ORDERING on a timely basis is the responsibility of each agency. Orders shall be issued on an as-needed basis during the price list period. Vendor is not obliged to accept any order received after the price list expiration date; however, vendor shall fill timely orders for which delivery may extend beyond the expiration date. Agencies shall not issue purchase orders specifying delivery after the price list expiration date.

In the interest of minimizing both order processing and dealer's delivery costs, agencies urged to consolidate on each order as many items from as many price lists as possible and to issued those orders as soon as possible. Maximize orders to minimize deliveries

SPECIAL INSTRUCTIONS FOR ORDERING and DELIVERY:

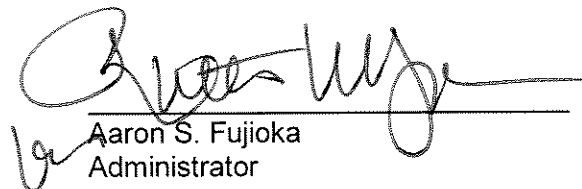
Orders must be placed by **September 1, 2007**.

Delivery should be completed by November 30, 2007 or earlier, but **no later than December 15, 2007**.

Agencies are advised to inspect merchandise delivered immediately upon receipt and report any discrepancies to the vendor within five (5) working days from date of delivery.

VENDOR AND PRODUCT EVALUATION form, SPO-12, revised 9/30/05, is made available to the agencies for the purpose of addressing concerns on this price list. A copy of the form is attached and it can be accessed from the SPO website: www.spo.hawaii.gov. "Click" on Forms for State Agencies under the "Quick Links" menu.

PRICE LIST AVAILABLE ON THE INTERNET. The price list is available at the SPO website: www.spo.hawaii.gov. "Click" on SPO Price List/Vendor List.



Aaron S. Fujioka
Administrator

A. DESK CALENDAR REFILLS AND STANDS

- | | | |
|--|-------------------------------|-------------|
| 1. <u>Medium Book Style</u> | | |
| a. 3-1/2" x 6", 2 pages per day, 1/2-hour appointments on left page, holes 2" apart, one tab per month | <u>At-A-Glance</u> E517-50 | \$2.54 each |
| b. Base: plastic, black | R17 | \$1.46 each |

B. APPOINTMENT BOOKS

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|---|----------|-------------|
| 2. <u>Wall/Desk Calendar</u> , 22" x 17", 12 months, 1 month per tear-off sheet, 2 eyelets at top for hanging, non-refillable, black | SK24R-00 | \$1.01 each |
| 3. <u>12-Month Wall Calendar</u> 24" x 36", reversible (vertical year on one side, horizontal year on the other side) | PM212-28 | \$4.41 each |
| 4. <u>12-Month Desk/Wall Calendar</u> 11" x 8 1/4" | SK8-00 | \$3.76 each |

C. APPOINTMENT BOOKS

- | | | |
|---|-----------|-------------|
| 5. <u>Daily</u> 4 7/8" x 8", 1 weekday per page, 1/4-hour appointments, non-refillable black | G100-00 | \$2.84 each |
| 6. <u>Weekly</u> , 2-1/2" x 4-1/2", 1 week per two pages, non-refillable, black | 70-035-05 | \$4.50 each |
| 7. <u>Weekly</u> , 3-3/4" x 6", 1 week per two pages, hour appointments, monthly tabbed dividers, non-refillable, black | 76-03-05 | \$5.77 each |
| 8. <u>Weekly</u> , 4 7/8" x 8", 1 week per two pages, hour appointments, non-refillable black | G200-00 | \$1.46 each |

C. APPOINTMENT BOOKS (CONTINUED)

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|--|--------------------|----------------------------|
| 9. <u>Weekly</u> , 4 7/8" x 8", 1 week per two pages, hourly appointments, monthly tabbed dividers, nonrefillable, black HI Stationery | 76-02-05 | \$6.75 each |
| 10. <u>Weekly</u> , 12-month planner, 6-7/8" x 8-3/4", 1 week per two pages, daily columns, open appointments, nonrefillable black | G590-00 | \$2.09 each |
| 11. <u>Weekly/Monthly</u> , 6-7/8" x 8-3/4", 1 week per two pages, monthly tabbed dividers, hourly appointments, nonrefillable, to do list, black | 70-100V-05 | \$9.16 each |
| 12. <u>Weekly/Monthly</u> , 8" x 9-7/8", 1 week per two pages, monthly tabbed dividers, hourly appointments, nonrefillable, black | 76-01-05 | \$13.30 each |
| 13. <u>Weekly</u> , Professional Appointment Book, 8" x 11", 1 week (Mon-Sun) per two pages, 1/4-hour appointments, non-refillable black burgundy | G520-00 G520-14 | \$2.47 each \$2.47 each |
| 14. <u>Monthly</u> , 6-7/8" x 8-3/4", 1 month per two pages, memo section, non-refillable black | G400-00 | \$2.02 each |
| 15. <u>Monthly</u> , 7-7/8 x 11-7/8", 1 month per two pages, 14-months Dec.-Jan.), ruled daily squares, nonrefillable, black | G470-00 | \$1.46 each |
| 16. <u>Monthly</u> , 8-1/4" x 10-7/8" 1 month per two pages, monthly tabbed dividers, telephone/address pages, pages for notes, unruled, nonrefillable, black | 76-06-05 | \$9.82 each |

C. APPOINTMENT BOOKS (CONTINUED)

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|---|------------|--------------|
| 17. <u>Daily</u> , Planner, 6-7/8" x 8-3/4" hourly appointments, tabbed sections for to dos, pages for notes and special information, nonrefillable | 70-EP03-05 | \$14.73 each |
| 18. <u>Weekly, Academic/Fiscal</u> Professional Appointment Book, approx. 8-1/4" x 10 7/8" min. 14-month (from July 2007 to August 2008) 1 week (Mon-Sun) per two pages, 1/4-hour appointments, non-refillable black | 70-957-05 | \$2.47 each |
| 19. <u>Monthly, Academic/Fiscal</u> Appointment Book/Planner, 7-7/8" x 11-7/8", minimum 13-months, (July 2007-July/August 2008) one month per two pages, large daily scheduling, blocks, non-refillable, wire bound, black | AY2-00 | \$1.45 each |

D. DIARIES

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|---|--------------------------------|--------------|
| 20. <u>Dated, Commercial Diary</u> , 5-3/4" x 8-1/4" 1 day per page, no columns, hard cover bound, faint ruling, red | <u>At-A-Glance</u> SD389-13 | \$6.83 each |
| 21. <u>Dated, Daily Journal</u> , 7-11/16" x 12-1/8", 1 day per page, description and expense columns, hard cover bound red | SD377-13 | \$15.76 each |

GROUP IV - PLANNERS

Daily Planning System

5-1/2" x 8-1/2", "Classic Size", "Franklin Covey" format, daily loose leaf, 2-pages per day format with space for priorities, appointments, expenses, and time/log diary.

Refill sets include 12-month daily format, 12-month expense summary/auto record log, 5 year planner, phone/address directory, 12 tabbed monthly dividers

Delivery will start within two months of the refill inception date depending when the orders were placed. AGENCIES ARE ADVISED TO PLACE ORDERS AS SOON AS ALLOWED.

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|------|----------------------------------|--------------------------------|--------------|
| 22a. | January 2008 to December 2008 | <u>Franklin Covey</u> 30409 | \$17.14 each |
|------|----------------------------------|--------------------------------|--------------|

22b. Binder, 7-ring, chrome hardware,
black 29765 \$26.35 each

Daily Planning System

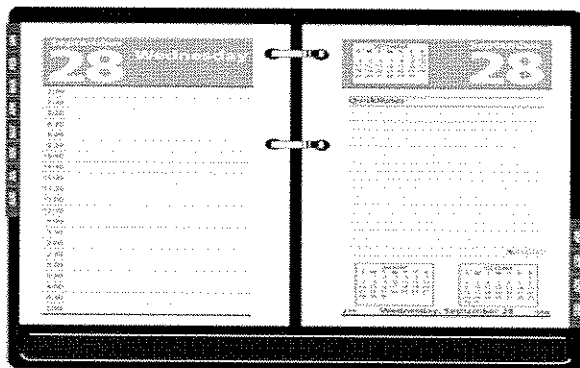
4-1/4" x 6-3/4", "compact size", "Franklin Covey" format, daily loose leaf, 2 pages per day format with space for priorities, appointments, expense and time/log diary.

| | | | |
|------|---------------------------------|--------------------------------|--------------|
| 23a. | January 2008 to December 200 | <u>Franklin Covey</u> 30405 | \$15.57 each |
|------|---------------------------------|--------------------------------|--------------|

23b. Binder, 7-ring, chrome hardware,
black 29768 \$47.07 each

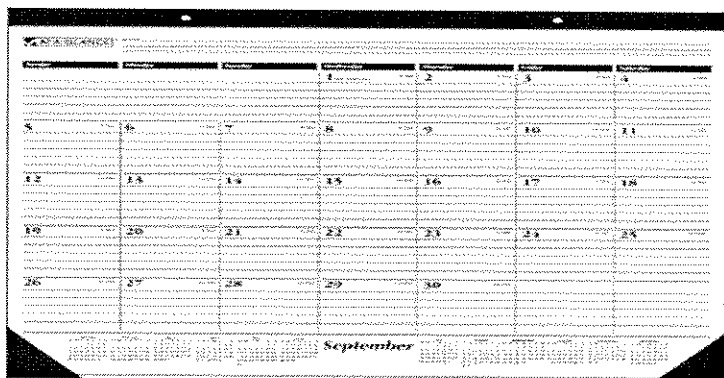
E517-50

AT-A-GLANCE® QuickNotes® Daily Refill Pad



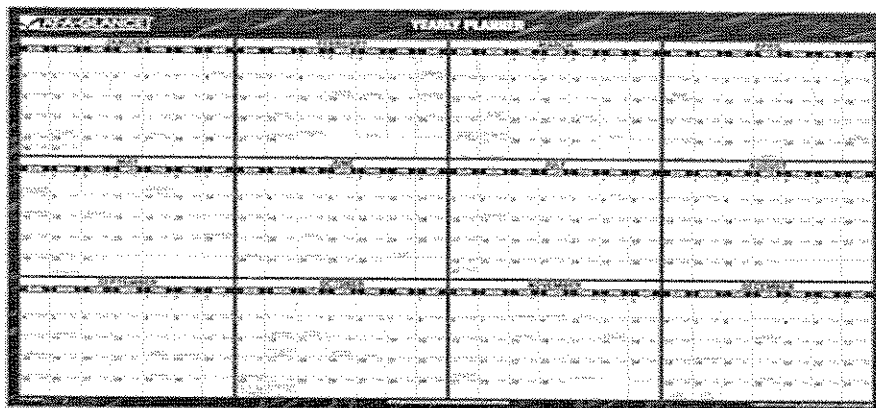
SK24R-00

AT-A-GLANCE® Monthly Desk Pad



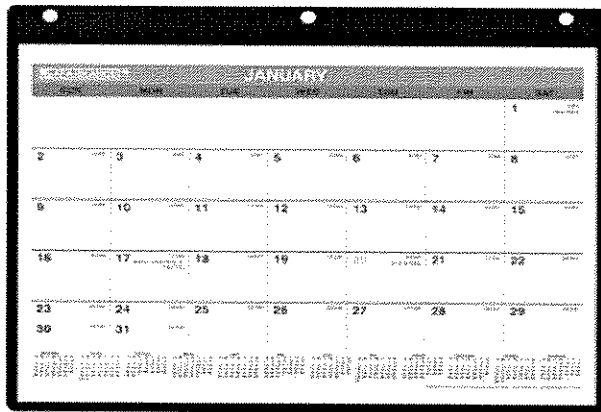
PM212-28

AT-A-GLANCE® Paper Vertical/Horizontal Wall Calendar



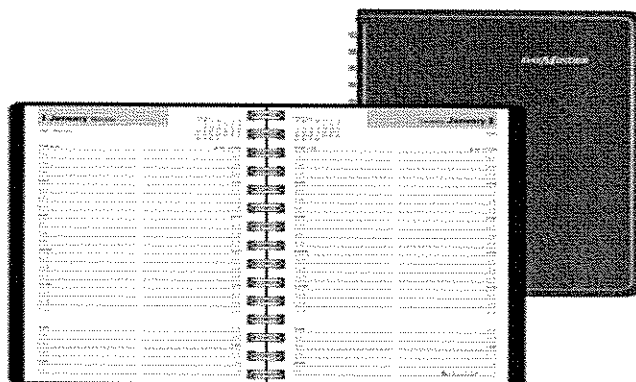
SK8-00

AT-A-GLANCE® Monthly Desk/Wall Calendar



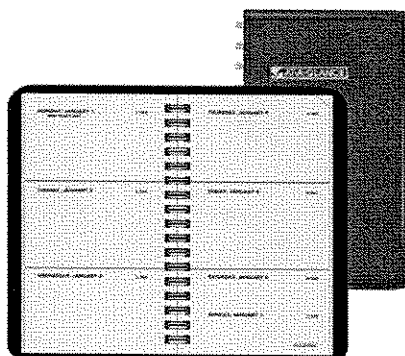
G100-00

DayMinder® Daily Desk Appointment Book



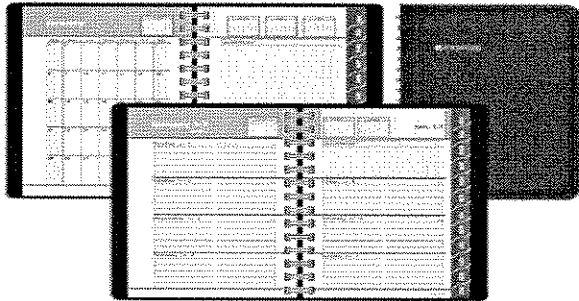
70-035-05

AT-A-GLANCE® Weekly Pocket Planner



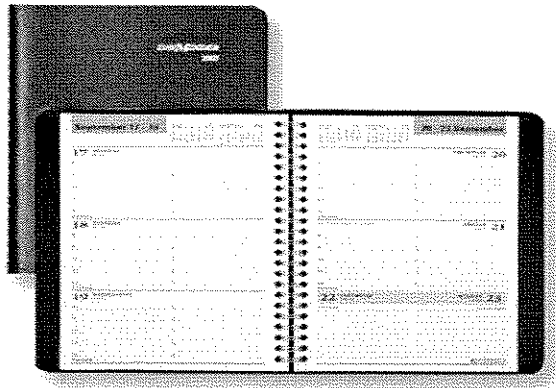
76-03-05

AT-A-GLANCE® QuickNotes® Weekly/Monthly Self-Management System



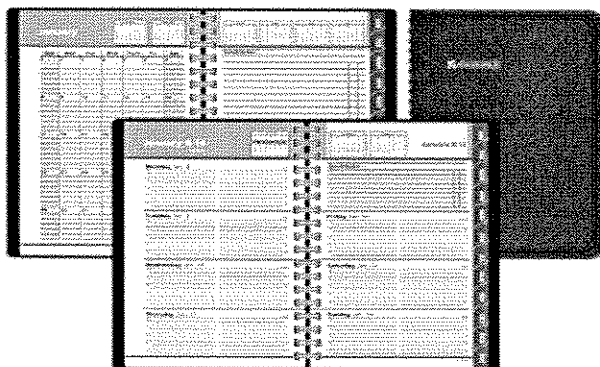
G200-00

DayMinder® Weekly Desk Appointment Book



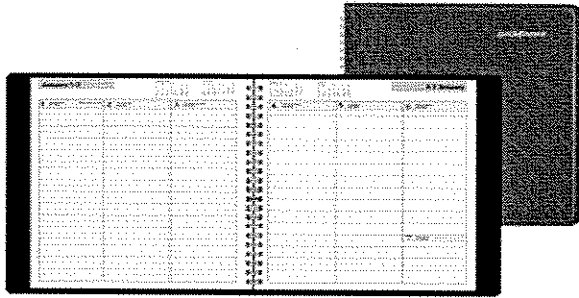
76-02-05

AT-A-GLANCE® QuickNotes® Weekly/Monthly Self-Management System



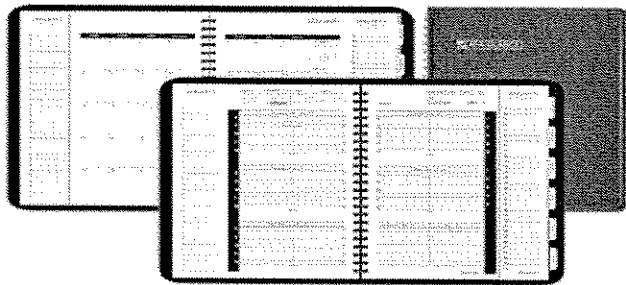
G590-00

DayMinder® Weekly Planner, Open Scheduling



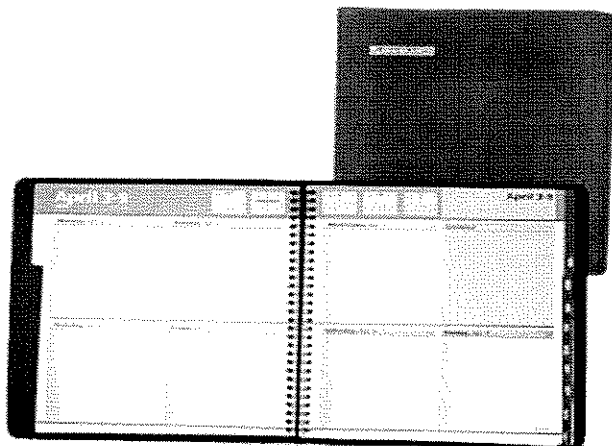
70-100V-05

AT-A-GLANCE® Weekly/Monthly Triple-View Appointment Book



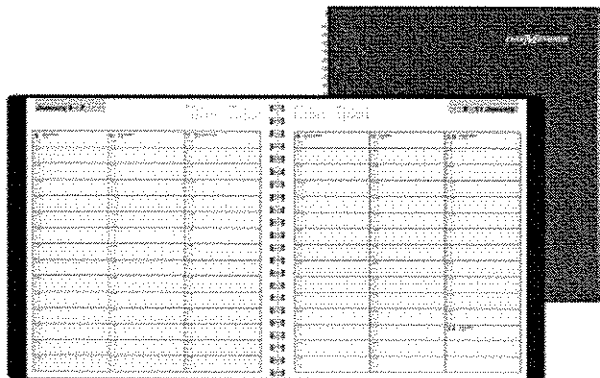
76-01-05

AT-A-GLANCE® QuickNotes® Weekly/Monthly Self-Management System



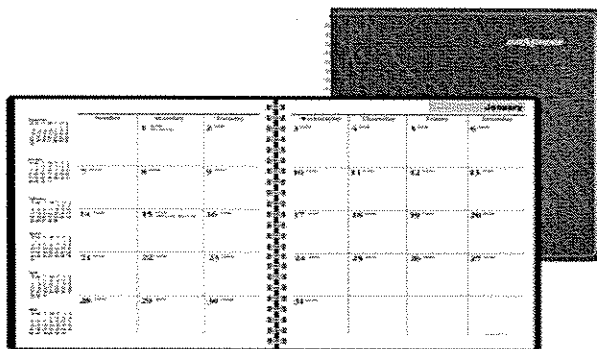
G520-00

DayMinder® Weekly Professional Appointment Book



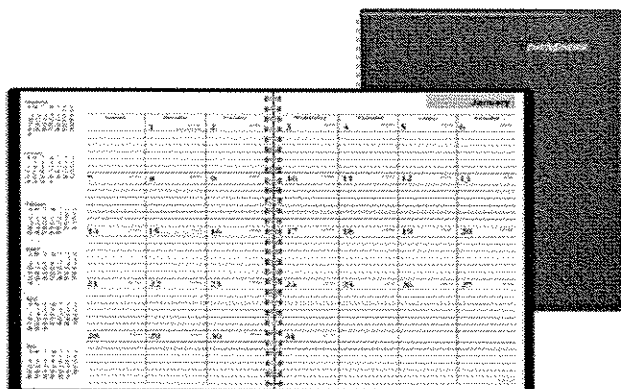
G400-00

DayMinder® Monthly Planner



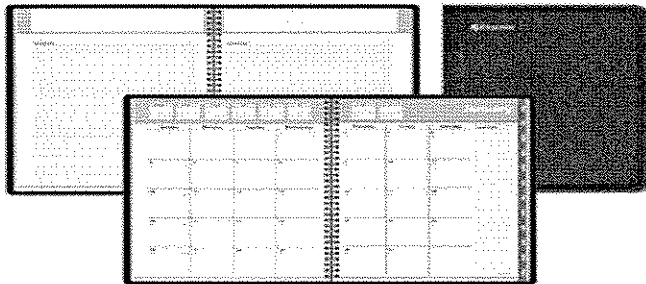
G470-00

DayMinder® Monthly Planner



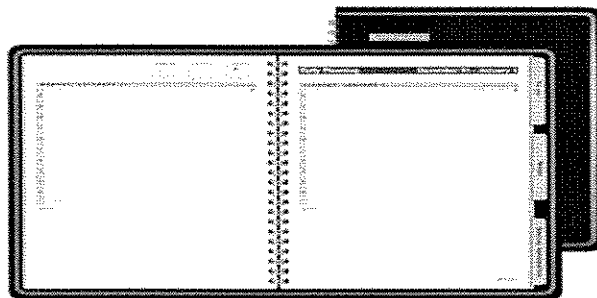
76-06-05

AT-A-GLANCE® QuickNotes® Monthly Self-Management System



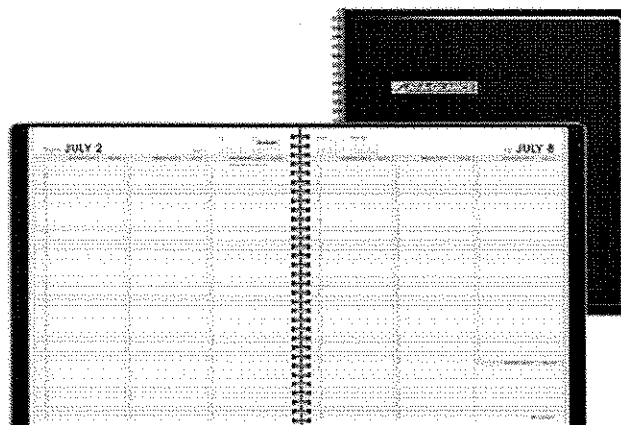
70-EP03-05

AT-A-GLANCE® The Action Planner® Daily



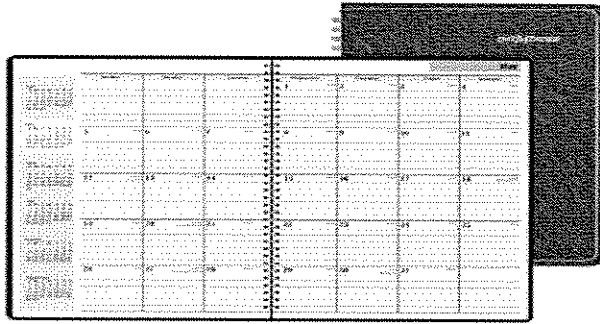
70-957-05

AT-A-GLANCE® Weekly Professional Appointment Book



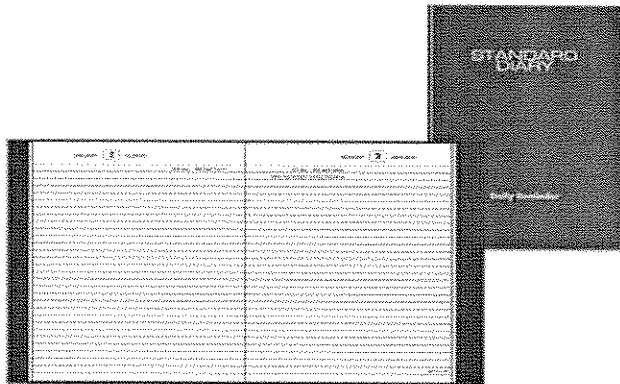
AY2-00

DayMinder® Monthly Academic Planner



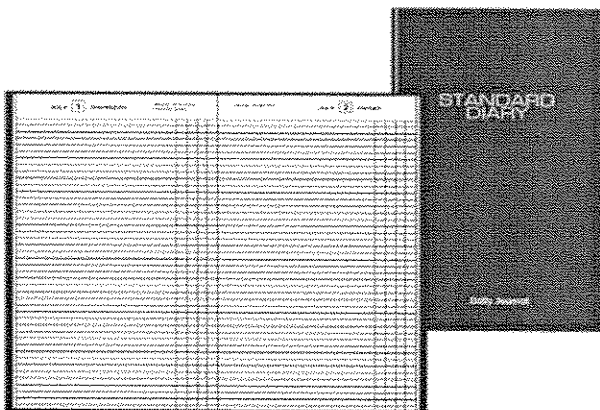
SD389-13

AT-A-GLANCE® Standard Diary® Brand Recycled Daily Reminder



SD377-13

AT-A-GLANCE® Standard Diary® Brand Recycled Daily Journal



Franklin Covey
30409 and 30405

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